



Job Announcement

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Opening Date:	February 17, 2011	Closing Date:	March 3, 2011
Job Title:	Administrative Assistant II	Position Type:	Regular
PIN:	000967	FLSA Status:	Non-Exempt
Location:	District 5, Prince George's County Hyattsville, Maryland	Grade/Entry Salary:	J07 \$30,139 - \$35,752 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: This is secretarial work providing support to the resident judges, rotating judges and visiting judges in the Hyattsville Courthouse for District Court for Prince George's County. Answers, screens, and routes telephone calls, takes messages and provides follow up on voice mails. Receives, open, sorts, and distributes mail correspondence. Prints judges schedules weekly and updates schedules when needed. Processes requests for postponements and reset cases; enters judge's ruling in computer system and completes necessary documentation. Notify appropriate parties via phone or mail. Processes bench warrant recalls by typing, faxing and sending original copies of bench warrant recall lists to the Sheriff's department. Maintains filing system; compiles monthly stats; maintains monthly telephone log; distributes judicial schedule; orders supplies; secures and forwards search warrants. Assists with other special assignments as needed.

Education: High School Diploma or GED.

Experience: Two years of experience providing secretarial, clerical or administrative work involving the use of a personal computer and word processing software.

Note:

- 1) Applicants may substitute an Associate Degree from an accredited college for two years of the required experience.
- 2) Completion of a legal secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of general office practices, office equipment, and business English. Knowledge of formats for legal documents and procedures. Ability to take dictation or transcribe from recording equipment. Ability to handle multiple tasks at hectic pace. Ability to plan, organize and prioritize work assignments. Ability to communicate effectively with high ranking officials, attorneys, etc. Ability to compile information and statistics, and prepare reports. Ability to explain and interpret office regulations, court policies and procedures. Ability to operate a personal computer and type 35 wpm with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test not to exceed 5 minutes each. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, pin, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.